



# Council Meeting **Minutes**

Wednesday 29  
October 2025

Commencing at 7:00 pm

Wycheproof Supper Room  
367 Broadway, Wycheproof

Daniel McLoughlan  
Interim Chief Executive Officer



**ORDER OF BUSINESS**

<b>1 COUNCIL WELCOME AND STATEMENT OF ACKNOWLEDGEMENT .....</b>	<b>3</b>
<b>2 RECEIPT OF APOLOGIES .....</b>	<b>3</b>
<b>3 DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST .....</b>	<b>3</b>
<b>4 GENERAL BUSINESS .....</b>	<b>4</b>
<b>4.1 POLICY REPORTS .....</b>	<b>4</b>
4.1.1 PROCUREMENT POLICY .....	4
<b>4.2 MANAGEMENT REPORTS .....</b>	<b>7</b>
4.2.1 ANNUAL REPORT .....	7
4.2.2 FINANCIAL PLAN 2025 - 2035 .....	9
4.2.3 ASSET PLAN 2025 - 2035.....	13
4.2.4 ROAD MANAGEMENT PLAN 2025 .....	17
4.2.5 BULOKE HEALTH AND WELLBEING PLAN 2025 - 2035.....	21
<b>4.3 ORGANISATIONAL REPORTS .....</b>	<b>26</b>
4.3.1 S5 INSTRUMENT OF DELEGATION TO THE CEO .....	26
<b>5 OTHER BUSINESS .....</b>	<b>29</b>
<b>5.1 MATTERS WHICH MAY EXCLUDE THE PUBLIC .....</b>	<b>29</b>
<b>6 MEETING CLOSE .....</b>	<b>30</b>

**Minutes of the Meeting held on 29/10/2025.****CHAIRPERSON:**

Cr Alan Getley (Mayor) Mallee Ward

**COUNCILLORS:**

Cr Bernadette Hogan	Mallee Ward
Cr Stephen Barratt	Lower Avoca Ward
Cr Bruce Stafford	Lower Avoca Ward
Cr Graeme Milne (Deputy Mayor)	Mount Jeffcott Ward
Cr Charmaine Delaney	Mount Jeffcott Ward

**OFFICERS:**

Daniel McLoughlan	Chief Executive Officer
Paula Gardiner	Acting Director Infrastructure and Delivery
Jenna Allan	Director Corporate and Organisational Performance

**1 COUNCIL WELCOME AND STATEMENT OF ACKNOWLEDGEMENT****WELCOME**

The Mayor Cr Alan Getley will welcome all in attendance.

**STATEMENT OF ACKNOWLEDGEMENT**

The Mayor Cr Alan Getley will acknowledge the traditional owners of the land on which we are meeting and pay our respects to their Elders and to the Elders from other communities who may be here today.

**2 RECEIPT OF APOLOGIES**

Gaynor Atkin	Director Community Development
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**3 DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST**

Daniel McLoughlan has declared a material conflict of interest to item 5.1.1 - Confidential Employment Matter

**4 GENERAL BUSINESS****4.1 POLICY REPORTS****4.1.1 PROCUREMENT POLICY**

**Author's Title:** Manager Financial Strategy

**Directorate:** Corporate and Organisational Performance

**File No:** CM/14/17

**Relevance to Council Plan 2021 - 2025**

**Strategic** Council leadership and engagement

**Objective:** Responsible leadership and decision making

**PURPOSE**

The purpose of this report is to provide Council with the necessary information to adopt the Procurement Policy (the Policy), following its review in accordance with best practice guidelines and the requirements of Section 108 of the *Local Government Act 2020*.

**SUMMARY**

The *Local Government Act 2020* (The Act) requires Council to prepare and adopt a policy which specifies the principles, processes and procedures which apply to the purchase of any goods and services required for Council operations. The Policy seeks to promote open and fair competition while ensuring value for money.

**MOTION**

That Council:

1. Adopt the Procurement Policy

**MOVED:** Cr Stephen Barratt

**SECONDED:** Cr Charmaine Delaney

**CARRIED.**

**(R/25/97)**

**DISCUSSION**

The current Procurement Policy was adopted at the Council meeting held on 8 December 2021.

The key changes proposed for the updated policy include:

- Clearer definitions and terms of reference
- Guidance and alignment with best practice for ensuring probity, value for money, collaboration with other councils, appropriate analysis of risk management
- Amounts to be considered excluding GST
- Increase the limit of CEO delegation from \$250,000/- to \$300,000/-
- Modifications to the threshold limits to suit practicality and best value for money

**RELEVANT LAW**

The Policy has been prepared in accordance with -

- *The Local Government Act 2020* (The Act)
- MAV procurement 'Best Practices' template
- Legal advice (and review) obtained independently from Macquarie Lawyers

**RELATED COUNCIL DECISIONS**

The Policy aligns with S5 Instrument of Delegation to CEO, of which a report is being brought to the Council meeting for consideration on 29 October 2025.

**OPTIONS**

*Option 1 – Adopt 'the Policy'*

The Council can choose to adopt the Policy as outlined in the report. This option is recommended by management

*Option 2 – Do not adopt 'the Policy'*

The Council can choose not to adopt this policy and continue with the policy currently in place. This option is not recommended by management

**SUSTAINABILITY IMPLICATIONS**

There are no sustainability implications arising from this report.

**COMMUNITY ENGAGEMENT**

In accordance with the Act, community engagement is not required for the preparation of this document.

**INNOVATION AND CONTINUOUS IMPROVEMENT**

There are no direct innovation and continuous improvement activities associated with this report.

**COLLABORATION**

Throughout the internal consultation process undertaken as part of this policy review and update, officers also consulted with other local government authorities as part of a shared services project. Benchmarking and sharing of information have assisted in the development of this policy as a result.

**FINANCIAL VIABILITY**

No additional staffing or financial costs will be required to implement this policy.

**REGIONAL, STATE AND NATIONAL PLANS AND POLICIES**

Considerations have been given to other regional, state, and national policies as required.

**COUNCIL PLANS AND POLICIES**

The Procurement Policy has been developed to ensure alignment of S5 Instrument of Delegation to CEO, S6 Instrument of Delegation Council to staff and other internal policies, where required.

**TRANSPARENCY OF COUNCIL DECISIONS**

Council has been consulted through a Council briefing during the development of this Policy. Any future reviews or proposed updates to this policy will be brought through Council for consideration.

**CONFLICT OF INTEREST**

No officer involved in the preparation of this report have declared a conflict of interest.

**Attachments:**

1. Attachment 4.1.1.1 - Procurement Policy 2025 - 29

## 4.2 MANAGEMENT REPORTS

### 4.2.1 ANNUAL REPORT

**Author's Title:** Director Community Development

**Directorate:** Community Development

**File No:** CM/16/05

#### **Relevance to Council Plan 2021 - 2025**

**Strategic** Council leadership and engagement

**Objective:** Responsible leadership and decision making

#### **PURPOSE**

The purpose of this report is to present the Buloke Shire Council Annual Report 2024/2025 to Council to receive and note.

#### **SUMMARY**

The Buloke Shire Council Annual Report 2024/2025 outlines Council's performance for the 2024/2025 financial year including progress and delivery of the strategic objectives of Council.

#### **MOTION**

That Council:

1. That Council receives and notes the Buloke Shire Council Annual Report 2024/2025.

**MOVED: Cr Bruce Stafford**

**SECONDED: Cr Bernadette Hogan**

**CARRIED.**

**(R/25/98)**

#### **DISCUSSION**

The *Local Government Act 2020* requires all Victorian Council's to prepare an Annual Report for each financial year.

The Buloke Shire Council Annual Report 2024/2025 outlines Council's performance for the 2024/2025 financial year including progress and delivery of its strategic objectives as set out in the Council Plan.

The report contains statutory information, Financial and Performance Statements, and measures Council's overall performance and progress against the objectives and priorities of the four-year Council Plan and the Local Government Performance Reporting Framework indicators.

The Annual Report must be presented to a Meeting of Council by 31 October 2025.

**RELEVANT LAW**

*Local Government Act 2020*

**RELATED COUNCIL DECISIONS**

Council Plan 2021-25

Annual Budget 2024/2025

**OPTIONS**

Council has the option to not receive or note the Buloke Shire Council Annual Report 2024/2025

**SUSTAINABILITY IMPLICATIONS**

Not applicable

**COMMUNITY ENGAGEMENT**

The Annual Report 2024/2025 will be uploaded to Councils website and promoted through its various communication channels. Hardcopies will also be printed and made available on request.

**INNOVATION AND CONTINUOUS IMPROVEMENT**

The Annual Report 2024/2025 highlights Councils achievements in innovation and provides the opportunity to identify areas for continuous improvement.

**COLLABORATION**

The Annual Report 2024/2025 was developed in collaboration and consultation with Council officers from all directorates within the organisation.

**FINANCIAL VIABILITY**

Not applicable

**REGIONAL, STATE AND NATIONAL PLANS AND POLICIES**

Not applicable.

**COUNCIL PLANS AND POLICIES**

Council Plan 2021-25

**TRANSPARENCY OF COUNCIL DECISIONS**

The Annual Report 2024/2025 provides transparency in Councils operational and financial performance for the 2024/2025 financial year.

**CONFLICT OF INTEREST**

No officer involved in this report has declared a conflict of interest.

**Attachments:**      1.      Attachment 4.2.1.1 - Annual Report 2024-25

## 4.2.2 FINANCIAL PLAN 2025 - 2035

**Author's Title:** Manager Financial Strategy

**Directorate:** Corporate and Organisational Performance **File No:** FM/15/01

### **Relevance to Council Plan 2021 - 2025**

**Strategic** Council leadership and engagement

**Objective:** Responsible leadership and decision making

Consulting with and informing our community

### **PURPOSE**

The purpose of this report is to present the Financial Plan 2025 – 2035 for adoption by Council.

### **SUMMARY**

Under the *Local Government Act 2020*, Council is required to adopt a Financial Plan (The Plan) by October in the year following a Council Election, for a minimum period of 10 years.

The Financial Plan is a long-term forecast that demonstrates that Council's key strategic objectives will be resourced and monitored to achieve the actions within the Council Plan and the aspirations of the Community Vision.

This strategic plan meets statutory requirements and reflects the Council's commitment to long-term financial sustainability, aligning asset renewal and service priorities with available funding.

### **MOTION**

That Council:

1. Notes the draft Financial Plan 2025-35 was placed on exhibition from 18 September 2025 until 9 October 2025 and Council received one (1) written submission;
2. Adopts the Financial Plan 2025-35;
3. Notes a copy of the adopted plan will be placed on Council's website for public view;
4. Notes that the development of the document is compliant with relevant legislation;
5. Authorises the Chief Executive Officer to undertake minor, administrative changes only to the document to correct errors and improve readability, if required;
6. Notes that Council will undertake an internal annual review of the document and where significant amendments are recommended, Council will be presented with a revised document for adoption where required.

**MOVED: Cr Bernadette Hogan**

**SECONDED: Cr Stephen Barratt**

<b>CARRIED.</b> <b>(R/25/99)</b>
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## DISCUSSION

### Purpose of the Financial Plan

In addition to meeting statutory requirements, Council must plan to allocate resources that achieve the Council Plan objectives and Community Vision, supporting long-term financial sustainability.

The **Financial Plan**, prepared under the *Local Government Act 2020*, outlines how Council will:

- Fund services and infrastructure over 10 years
- Ensure financial sustainability and responsible resource use
- Align spending with the Council Plan and Community Vision
- Guide budgets, rates, fees, and capital works
- Provide transparency and accountability

The Plan aligns with key documents, including the Council Plan, Annual Budget, Community Vision, and Asset Plan. Council must adopt a new Financial Plan every four years by 31 October; the current Plan is due this year.

### Preparation of the Financial Plan

The Financial Plan has been prepared internally and covers a 10-year period, including:

- Comprehensive Income Statement
- Balance Sheet
- Statement of Changes in Equity
- Statement of Cash Flows
- Statement of Capital Works
- Statement of Human Resources

Using the FY2025–26 budget as a base, key assumptions—detailed in the Plan—have been applied. Outcomes from two community engagement sessions held in August and September 2025 have also been considered where relevant.

### Public exhibition and Submissions Received

In its Ordinary Council Meeting held 17 September 2025, Council endorsed the draft Financial Plan for public exhibition, commencing 18 September 2025 and concluding on 9 October 2025. Council received 1 submission for the Draft Financial Plan during this period, which was considered by Councillors at a public submission hearing.

Overall, no material changes have been found necessary at this time following the public exhibition process, however the feedback provided was noted and considered.

Council has applied a moderately measured approach that has been used in preparation of the Plan to ensure Buloke has a sustainable and strong financial future.

## RELEVANT LAW

Section 91 of the *Local Government Act 2020* requires Council to review its Financial Plan and adopt a new 10-year Financial Plan by no later than 31 October 2025.

## RELATED COUNCIL DECISIONS

Council adopted its Annual Budget on 18 June 2025, including the detailed budget for FY2025/26 and a three-year forecast as required under the *Local Government Act 2020*.

## OPTIONS

### Option 1 – Adopt the Financial Plan 2025-2035

This option is recommended by management as the Financial Plan is based on a series of well-established industry assumptions and incorporates key market factors, including rate capping and the consumer price index within its financial modelling.

### Option 2 – Do not adopt the Financial plan 2025-2035

This option is not recommended by officers. Council has a legislative requirement to adopt the plan no later than 31 October following an election and has undertaken a thorough community consultation process and period of public exhibition to determine the final document.

## SUSTAINABILITY IMPLICATIONS

Sustainability implications for Council are considered through Council's various operations and the annual budgeting processes. The adoption of the Financial Plan will align with sustainability initiatives and initiatives which are existing and currently adopted and implemented by Council.

## COMMUNITY ENGAGEMENT

In accordance with the Act, deliberative community engagement was undertaken by Council in the months of August 2025 and September 2025. Council, in addition to the deliberative engagement, endorsed the Financial Plan for public exhibition. Feedback, where appropriate, has been incorporated into the Financial Plan from the two forms of engagement.

## INNOVATION AND CONTINUOUS IMPROVEMENT

There are no direct innovation and continuous improvement activities associated with this report.

## COLLABORATION

Not applicable.

## FINANCIAL VIABILITY

The Financial Plan seeks to ensure the sustainability of the Council's resources to deliver Council services efficiently and to meet the community's future needs. Council is heavily reliant on external funding to deliver its strategic objectives and as a result, will be in a position where consistent reviews and reforecasting of Council's longer term financial position will benefit our community.

## REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Consideration has been given to other regional, state and national plans and policies where possible and required.

## COUNCIL PLANS AND POLICIES

The Financial Plan has been developed to ensure alignment with other key strategic plans and policies, including the Council Vision, Council Plan, Asset Plan and Public Health and Wellbeing Plan.

**TRANSPARENCY OF COUNCIL DECISIONS**

The Financial Plan was put on public exhibition from 18 September 2025 to 9 October 2025.

**CONFLICT OF INTEREST**

No officer involved in the preparation of this report has declared a conflict of interest.

***Attachments:***

1. Attachment 4.2.2.1 - Financial Plan 2025-35

## 4.2.3 ASSET PLAN 2025 - 2035

**Author's Title:** Acting Director Infrastructure and Delivery

**Directorate:** Infrastructure and Delivery

**File No:** GO/05/02

### **Relevance to Council Plan 2021 - 2025**

**Strategic** Built and natural environment

**Objective:** Advocate and plan for, and manage community buildings, roads and transport networks

Council leadership and engagement

Responsible leadership and decision making

### **PURPOSE**

The purpose of this report is to present the Asset Plan 2025-2035 for adoption by Council.

### **SUMMARY**

Under the *Local Government Act 2020*, Council are required to adopt an Asset Plan by October in the year following a Council Election.

The plan is a critical 10-year strategic, public facing document that outlines how Council will manage infrastructure assets to achieve the Community Vision.

Council's current Asset Plan has been reviewed, and a new plan has been developed in partnership with the Financial Plan. The Asset Plan 2025-2035 (Asset Plan) is informed by up-to-date asset data and modelling of funding available for asset renewal in the adopted 2025-2026 Budget.

### **MOTION**

That Council:

1. Notes that the draft Asset Plan 2025-2035 was placed on public exhibition from 18 September 2025 through to 9 October 2025 and that Council received one (1) written submission.
2. Adopts the Asset Plan 2025-2035 unchanged from the exhibited version.
3. Notes that a copy of the adopted Asset Plan 2025-2035 will be placed on Council's website.

**MOVED: Cr Charmaine Delaney**

**SECONDED: Cr Bernadette Hogan**

**CARRIED.**

**(R/25/100)**

## DISCUSSION

### Purpose of the Asset Plan

The Asset Plan is intended to be a strategic public facing document that informs the community on how the Council controlled infrastructure and other assets are to be managed to achieve the Council Plan objectives and Community Vision statement.

This Asset Plan has been prepared to meet the requirements of section 92 of the *Local Government Act 2020*. Its purpose is to:

- Ensure that assets support the achievement of the Community Vision and Council Plan.
- Demonstrate that we will responsibly manage our assets to meet the service delivery needs of our community in a cost-effective way.
- Provide a method to integrate our asset management planning outcomes with our Council Plan, Financial Plan, and Annual Budget.
- Support the continued advocacy for Federal and State Government support for the improvement of community assets.
- Make sure that we comply with our statutory and legislative obligations.

The plan should align with and complement the other Council planning and reporting documents, including the Council Plan and Council Budget as well as the other longer-term planning documents, the Community Vision, and the Financial Plan.

The integration of the Asset Plan within the ISPRF ensures that:

- assets are appropriate for current and future plans of the Council
- they remain fit for purpose, and
- optimum use is achieved through appropriate maintenance, renewal, and replacement programs.

An Asset Plan, with a focus of at least ten financial years, should set out how Council's stewardship of the community's assets will respond to the Community Vision within the Financial Plan parameters. An Asset Plan must inform and respond to changing community needs and expectations.

Council is required to adopt an Asset Plan every four years, by 31 October in the year after each election.

### Preparation of the Draft Plan

The Asset Plan adopted in 2022 has been reviewed and a new draft plan was prepared for Council consideration. At 17 September 2025 Council Meeting the draft plan was endorsed to be placed on public submission. At the close of the public submission period, Council received one (1) written submission. Council considered the submission received and made no change to the draft Asset Plan.

The Asset Plan 2025-2035 has been developed in partnership with the Financial Plan 2025-2035 and is informed by up-to-date asset condition data and modelling of funding available for asset renewal in the adopted 2025-26 four-year budget. Outcomes of the deliberative engagement process undertaken in August 2025 have also been used in developing the Asset Plan.

## RELEVANT LAW

Section 92 of the *Local Government Act 2020* requires Council to review its Asset Plan and adopt a new Asset Plan no later than 31 October 2025.

## RELATED COUNCIL DECISIONS

Not applicable.

## **OPTIONS**

### Option 1 – Adopt the Asset Plan 2025-2035 as presented.

This option is recommended by officers as it meets the legislative requirements and is based on up-to-date asset condition data and robust modelling of asset performance.

The Asset Plan has been prepared so that it is consistent with the Financial Plan 2025-2035. Changes to this plan would likely require changes to the other plans. It is considered that the plan proposes a reasonable investment in renewal of current assets in line with Council's financial position.

Council will need to actively seek government grants to enable asset upgrades to occur.

### Option 2 – Adopt the 2025-2035 Asset Plan with amendments.

This option is not recommended by officers as the plan has been based on sound modelling and is consistent with other plans being presented to Council.

### Option 3 – Do not adopt the Asset Plan 2025-2035.

This option is not recommended by officers as Council has a legislative requirement to adopt the plan no later than 31 October 2025.

## **SUSTAINABILITY IMPLICATIONS**

There are no implications arising from this report.

## **COMMUNITY ENGAGEMENT**

Community input has been provided to through deliberative engagement sessions undertaken in August 2025 for the Asset and Financial Plans, and the draft Plan was placed on public exhibition.

## **INNOVATION AND CONTINUOUS IMPROVEMENT**

There are no direct innovation and continuous improvement activities associated with this report.

## **COLLABORATION**

Not applicable.

## **FINANCIAL VIABILITY**

The Asset Plan 2025-2035 seeks to ensure the sustainability of Council's assets to meet the community's future needs. The funding model contained within the Asset Plan aligns with the Financial Plan which is also being presented to Council for consideration at this meeting.

## **REGIONAL, STATE AND NATIONAL PLANS AND POLICIES**

Consideration has been given to other regional, state and national plans and policies as required.

## **COUNCIL PLANS AND POLICIES**

The Asset Plan 2025-2035 has been developed to ensure alignment with other key strategic plans and policies, including Council Vision, Community Plan, Council Plan, Financial Plan and Public Health and Wellbeing Plan.

## **TRANSPARENCY OF COUNCIL DECISIONS**

The draft Asset Plan 2025-2035 was placed on public exhibition to seek feedback and submissions. At the close of the submission period one (1) submission had been received. If Council supports the adoption of the Asset Plan 2025-2035, this document will be placed on Council's website.

**CONFLICT OF INTEREST**

No officer declared an interest under the *Local Government Act 2020* in the preparation of this report.

**Attachments:**      1.      Attachment 4.2.3.1 - 2025-2035 Asset Plan - Final for Adoption

## 4.2.4 ROAD MANAGEMENT PLAN 2025

**Author's Title:** Acting Director Infrastructure and Delivery

**Directorate:** Infrastructure and Delivery

**File No:** RO/20/03

### **Relevance to Council Plan 2021 - 2025**

**Strategic** Built and natural environment

**Objective:** Advocate and plan for, and manage community buildings, roads and transport networks

### **PURPOSE**

The purpose of this report is to present the Road Management Plan 2025 for adoption by Council.

### **SUMMARY**

Under the *Road Management (General) Regulations 2016*, Councils that have established a Road Management Plan (RMP) must complete a review of the plan at the same time as preparing their Council Plan. Council prepared a draft Road Management Plan in consultation with key stakeholders and staff to ensure it continues to meet Council's operational needs.

The draft Road Management Plan was placed on public exhibition after been endorsed at the 17 September 2025 Council Meeting. At the close of the submission period on 9 October 2025, Council had received one (1) submission. The submission was considered by Council, and no changes to the draft Road Management Plan were made in response to the submission.

Minor administrative changes to the draft Road Management Plan placed on exhibition has occurred to correct minor typo's and remove the section relating to the 'Transport Asset Management Improvement Plan, as the improvement actions are now captured in the draft Transport and Drainage Asset Management Plan. The Road Management Plan 2025 is presented to Council for adoption.

### **MOTION**

That Council:

1. Notes the draft Road Management Plan 2025 was placed on exhibition from 18 September 2025 until 9 October 2025 and Council received one (1) written submission.
2. Adopts the Road Management Plan 2025, with minor administrative changes from the exhibited version.
3. Notes a copy of the adopted plan will be placed on Council's website.

**MOVED: Cr Charmaine Delaney**

**SECONDED: Cr Bernadette Hogan**

**CARRIED.**

**(R/25/101)**

## DISCUSSION

Under the *Road Management (General) Regulations 2016*, Councils that have established a Road Management Plan (RMP) must complete a review of the plan at the same time as preparing their Council Plan.

The Road Management Plan sets out the circumstances, the manner and the standards to which the road authority (Council) will perform its inspection, maintenance and repair responsibilities. It is the mechanism for Council to manage its risk related to use of the road network by members of the public.

Council prepared a draft Road Management Plan 2025 in consultation with key stakeholders and relevant staff to ensure it continues to meet Council's operational needs.

It was placed on public exhibition after being considered at the 29 April 2025 Council meeting. At the close of the submission period, one (1) written submission had been received.

There were a number of changes made to the Road Management Plan to respond to the feedback provided from key internal stakeholders. A full list of changes can be found in "Appendix A – Amendments to RMP" within the attached Draft Road Management Plan.

A summary of the key changes include;

- Administrative improvements were made to improve document clarity and ease of understanding.
- Inclusion of new sections to improve clarity and expectations of the Road Management Act.
- Removal of sections that were not applicable to the current scope and intent of the Road Management Plan.
- Redrafted list of assets covered by the Road Management Plan to improve clarity and understanding.
- Inclusion of Strategic Context to establish a clear line of sight between the Road Management Plan and Council's broader strategic framework.
- Expansion of key stakeholders to clearly identify relevant stakeholders and their respective obligations and responsibilities.
- Removal of asset classification information as it was not applicable to the current scope and intent of the Road Management Plan.
- Inclusion of tables to present the quantities of various asset types.
- Improved clarity of the description of Hazards and Hazard Response Time.
- Revision of inspection frequencies and hazard response times.

Further administrative amendments to the draft Road Management Plan 2025 from what was placed on public exhibition. The administrative changes included the removal of the 'Transport Asset Management Improvement Plan' as this has now been incorporated into the draft Transport and Drainage Asset Management Plan.

**RELEVANT LAW**

Road Management Plans provide a legal mechanism for Councils under the *Road Management Act 2004* to confirm the manner in which they will manage their road management functions based on policy, operational objectives and available resources.

Standards are established for inspection frequencies for various road related assets, intervention levels for damage of road related assets, and time frames for rectification of asset damage when intervention levels are exceeded. Although it is termed a 'plan' in the legislation, it is functionally an operational protocol document, describing the systems and rules the Council uses to make decisions and meet obligations within its available resources.

**RELATED COUNCIL DECISIONS**

Not applicable

**OPTIONS**Option 1 – Adopt the Road Management Plan 2025.

This option is recommended by officers as the Road Management Plan 2025 has undergone extensive review by key internal stakeholders.

Option 2 – Adopt the Road Management Plan 2025 with amendments.

This option is not recommended by officers. Any changes to the Plan need to be carefully reviewed to understand their implications for road users and the cost of Council inspection and maintenance activities.

Option 3 – Not adopt the Road Management Plan 2025.

This option is not recommended by officers as there is a requirement for the Plan to be finalised and adopted by 31 October 2025.

**SUSTAINABILITY IMPLICATIONS**

There are no implications arising from this report.

**COMMUNITY ENGAGEMENT**

The draft Road Management Plan has been placed on public exhibition.

**INNOVATION AND CONTINUOUS IMPROVEMENT**

There are no direct innovation and continuous improvement activities associated with this report.

**COLLABORATION**

Not applicable.

**FINANCIAL VIABILITY**

The Road Management Plan 2025 is not expected to have any impact on the current resource required to undertake proactive inspections or defect rectification works.

**REGIONAL, STATE AND NATIONAL PLANS AND POLICIES**

Consideration has been given to other regional, state and national plans and policies as required.

**COUNCIL PLANS AND POLICIES**

Under the *Road Management (General) Regulations 2016* the Council must complete a review of its Road Management Plan at the same time as it is preparing its Council Plan as described in the *Local Government Act 2020*. The Act in section 90(3) states: 'A Council must develop or review the Council Plan in accordance with its deliberative engagement practices and adopt the Council Plan by 31 October in the year following a general election.'

**TRANSPARENCY OF COUNCIL DECISIONS**

The draft Road Management Plan was placed on exhibition to ensure there is full transparency in how the Council will manage the road network. The Road Management Plan 2025 once adopted will be placed on Council's website.

**CONFLICT OF INTEREST**

No officer declared an interest under the *Local Government Act 2020* in the preparation of this report.

**Attachments:**      1.      Attachment 4.2.4.1 - Road Management Plan 2025 - Final for Adoption

## 4.2.5 BULOKE HEALTH AND WELLBEING PLAN 2025 - 2035

**Author's Title:** Director Community Development

**Directorate:** Community Development

**File No:** PH/14/08

### **Relevance to Council Plan 2021 - 2025**

**Strategic Objective:** Services supporting our communities to thrive

Active advocacy and participation in service networks

Accessible and responsive health and community services

Vibrant and connected communities

Strengthen community activity and connections

Council leadership and engagement

Advocacy and partnering to deliver priorities

### **PURPOSE**

The purpose of this report is to present the Buloke Health and Wellbeing Plan 2025-2035 for consideration and adoption by Council.

### **SUMMARY**

The development of a Municipal Public Health and Wellbeing Plan is a legislative requirement under the *Public Health and Wellbeing Act 2008*. The development of a Disability Action Plan is also a legislative requirement under the *Disability Act 2006*.

Previously, the Buloke Shire Council's Municipal Public Health and Wellbeing Plan has been incorporated within the Council Plan 2025, and its Disability Action Plan incorporated within its Inclusiveness Plan.

The Buloke Health and Wellbeing Plan 2025-2035 combines both legislative requirements into a standalone ten-year strategy to ensure a greater focus on the overall health and wellbeing of the Buloke Shire community.

### **MOTION**

That Council:

1. Adopts the Buloke Health and Wellbeing Plan 2025-2035 at attachment 1 to this report.

<p>2. Notes the recommended changes made to the Draft Buloke Health and Wellbeing Plan 2025-2035 that are based on the public submissions and Council officer feedback received, at attachment 2 to this report.</p> <p>3. Provides a written response to community members and stakeholders who provided feedback on the Draft Buloke Health and Wellbeing Plan 2025-2035.</p>
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**MOVED: Cr Stephen Barratt**

**SECONDED: Cr Charmaine Delaney**

**CARRIED.**

**(R/25/102)**

## DISCUSSION

In accordance with the *Public Health and Wellbeing Act 2008*:

*A Municipal Public Health and Wellbeing Plan must:*

- *Include an examination of data about health status and health determinants in the municipal district;*
- *Identify goals and strategies based on available evidence for creating a local community in which people can achieve maximum health and wellbeing;*
- *Provide for the involvement of people in the local community in the development, implementation and evaluation of the public health and wellbeing plan; and*
- *Specify how the Council will work in partnership with the Department and other agencies undertaking public health initiatives and projects.*
- *A Council must review its municipal public health and wellbeing plan annually and, if appropriate, amend the municipal public health and wellbeing plan.*
- *A Council's municipal public health and wellbeing plan must be consistent with its Council Plan*

In accordance with the *Disability Act 2006*:

*A public sector body must ensure that a Disability Action Plan is prepared for the purpose of*

- (a) reducing barriers to persons with a disability accessing goods, services and facilities;*
- (b) reducing barriers to persons with a disability obtaining and maintaining employment;*
- (c) promoting inclusion and participation in the community of persons with a disability;*
- (d) achieving tangible changes in attitudes and practices which discriminate against persons with a disability.*

Previously, the Buloke Shire Council's Municipal Public Health and Wellbeing Plan has been incorporated within the Council Plan 2025, and its Disability Action Plan incorporated within its Inclusiveness Plan.

From 2025, both legislative requirements will be combined as a standalone ten-year strategy known as the Buloke Health and Wellbeing Plan 2025-2035. This will ensure a greater focus on the overall health and wellbeing of the Buloke Shire community.

The Buloke Health and Wellbeing Plan 2025-2035 has been developed and informed by:

- local data on the health and wellbeing needs of the community
- an environmental scan of the relevant legislative and policy context

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- surveys and workshops in parallel with the consultation on the Council Plan 2025-2029
- workshops with local community groups, forums and health service providers
- feedback received through a 21 day public exhibition period

The Buloke Health and Wellbeing Plan 2025-2035 has been developed under four health and wellbeing priority areas:

**1. Active and healthy:** Our community is more physically active, has equal access to healthy food and has a healthier diet. Outcomes we are working towards:

- Creating towns and places that make it easy for our community to be physically active\*
- Encouraging our community to be physically active
- Increasing the accessibility and availability of healthy food
- Improving our community's understanding about how healthy food and drink is good for their health and good for the environment

**2. Inclusive and connected:** Our community is welcoming of everyone, and people are connected to each other and to their local community. Outcomes we are working towards:

- Welcoming and celebrating diversity in all its forms and removing the barriers which drive discrimination and make it harder for people to participate in community life\*
- Increasing participation in community activities, groups and volunteering, particularly for new residents and people who experience social isolation\*
- Strengthening connections and the sharing of knowledge, information and resources between communities
- Increasing our community's understanding of mental wellbeing and what supports people to have good wellbeing

**3. Respectful and safe:** Our community is respectful and supportive, and everyone feels safe and is free from harm. Outcomes we are working towards:

- Demonstrating leadership about equity and respect is and encouraging our community to embrace this in all parts of their life\*
- Preventing violence in all its forms and improving access to information, services and programs for those impacted by family violence
- Supporting the community to prepare for, respond to, and recover from emergency situations
- Increasing understanding about the harm caused by alcohol, tobacco, vaping and other drugs and how to access support services

**4. Growing and liveable:** Our community is growing and has access to the services, infrastructure and opportunities which support them to be healthy and well. Outcomes we are working towards:

- Improving the availability of and access to key services such as public transport, health and disability services, emergency services, and strengthen local training and education pathways\*
- Increasing the diversity and supply of housing to assist in attracting new and retaining existing residents
- Increasing connections, and shared ways of working with partner organisations and agencies to reduce the fragmentation and uneven distribution of services\*
- Increasing access to information about services and supports available in our community and what it means to be healthy and well

Outcomes marked with an asterisk (\*) indicate the outcomes that Council will work towards to support the rights and needs of people living with disabilities.

## **RELEVANT LAW**

The development of a Municipal Public Health and Wellbeing Plan is a legislative requirement under the *Public Health and Wellbeing Act 2008*. The development of a Disability Action Plan is also a legislative requirement under the *Disability Act 2006*.

## **RELATED COUNCIL DECISIONS**

Council decisions around other key strategic documents will interact with the Buloke Health and Wellbeing Plan 2025-2035.

## **OPTIONS**

Council has the option to not adopt the Buloke Health and Wellbeing Plan 2025-2035.

## **SUSTAINABILITY IMPLICATIONS**

Not applicable

## **COMMUNITY ENGAGEMENT**

The Buloke Health and Wellbeing Plan 2025-2035 has acknowledged the extensive engagement undertaken with the community, and relevant stakeholders, on a range of issues and projects over the last two years, including the recent engagement undertaken to develop the Council Plan 2025-2029.

This information has influenced the development of the Buloke Health and Wellbeing Plan 2025- 2035 and been further developed through specific consultation on the Plan which included conversations, surveys and workshops with local community groups, forums and health service providers.

The Draft Buloke Health and Wellbeing Plan 2025- 2035 was considered at the Ordinary Council Meeting on Wednesday 17 September 2025. In considering the draft Plan, Council resolved to endorse the Draft Buloke Health and Wellbeing Plan 2025- 2035 to go on public exhibition for feedback from Thursday 18 September 2025 to Wednesday 8 October 2025.

This public exhibition period was promoted on the Council website, social media, local papers and radio. In addition, hardcopies were made available for review at the Wycheproof Customer Service Centre and by request by contacting Council.

An online workshop was also held with representatives from local community groups, neighbourhood houses, community forums and health service providers on Monday 6 October 2025.

At the conclusion of the public exhibition period, Council received one formal submission from Dja Dja Wurrung Corporation (DJAARA).

In addition to the recommended changes in response to the public submission received, and the online workshop, Council officers also provided feedback on a number of minor changes and corrections to the Draft Plan.

## **INNOVATION AND CONTINUOUS IMPROVEMENT**

The Buloke Health and Wellbeing Plan 2025-2035 aims to present an innovative approach to health and wellbeing that builds on community feedback and provides opportunities for continuous improvement.

## **COLLABORATION**

The development of the Buloke Health and Wellbeing Plan 2025-2035 incorporates collaboration efforts undertaken with local and regional stakeholders, community organisations and health service providers and networks.

Its implementation and monitoring will also be undertaken in partnership with these stakeholders, organisations and service providers to ensure accountability and collaboration, and reduce duplication.

## **FINANCIAL VIABILITY**

The delivery of the Buloke Health and Wellbeing Plan 2025-2035 will be supported through Annual Budgets adopted each year as well as the Financial Plan. External funding will also be sought to provide additional funding, as required.

## **REGIONAL, STATE AND NATIONAL PLANS AND POLICIES**

The Buloke Health and Wellbeing Plan 2025-2035 acknowledges the directions and objectives of other Regional, State and National plans and policies.

## **COUNCIL PLANS AND POLICIES**

The Buloke Health and Wellbeing Plan 2025-2035 acknowledges the actions and objectives of other key Council plans and strategies, including the Council Plan 2025-2029.

## **TRANSPARENCY OF COUNCIL DECISIONS**

This report follows the public exhibition of the Draft Buloke Health and Wellbeing Plan 2025-2035 from Thursday 18 September 2025 to Wednesday 8 October 2025 that enabled the public to make submissions and provide feedback on the proposed priorities.

## **CONFLICT OF INTEREST**

No officer involved in this report has a conflict of interest.

**Attachments:**

1. Attachment 4.2.5.1 - Health and Wellbeing Plan 2025 - 2035
2. Attachment 4.2.5.2 - Summary of Public Submissions Received Draft BHW Plan 2025 2035
3. Attachment 4.2.5.3 - Summary of Feedback from partner organisations about the Draft BHW Plan

## 4.3 ORGANISATIONAL REPORTS

### 4.3.1 S5 INSTRUMENT OF DELEGATION TO THE CEO

**Author's Title:** Manager Governance

**Directorate:** Corporate and Organisational Performance

**File No:** PE/02/01

#### **Relevance to Council Plan 2021 - 2025**

**Strategic** A Well Governed and Healthy Organisation

**Objective:**

#### **PURPOSE**

The Instrument of Delegation to the Chief Executive Officer (CEO) is required to be reviewed, amended and adopted regularly to ensure its relevancy with current legislation within which Council operates also to ensure alignment to Council policies and procedures.

#### **SUMMARY**

An effective and current system of delegations is crucial to the operations and functions of Council. It is possible that the decisions taken under delegation will be reviewed in other spheres, including the judicial system. Therefore, a proper record of delegated action must be kept to ensure that the decision or action can be substantiated at a later date. The S5 Instrument of Delegation to the Chief Executive Officer delegates all powers and functions conferred to Council under legislative instruments, except those listed in the Schedule of the Instrument of Delegation.

#### **MOTION**

That Council in exercise of the power conferred by section 11(1) of the *Local Government Act 2020* (The Act) and all other powers enabling it, delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation, and declares that the delegation:

1. comes into force immediately upon this resolution being made and is to be signed by the Council's Chief Executive Officer and the Mayor;
2. is subject to any conditions and limitations set out in the schedule;
3. on the coming into force of the instrument all previous delegations to the Chief Executive Officer are revoked;
4. remains in force until Council resolves to vary or revoke it; and
5. the duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

**MOVED: Cr Bernadette Hogan**

**SECONDED: Cr Bruce Stafford**

**CARRIED.**

(R/25/103)
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## DISCUSSION

Many Council decisions are not made at Council meetings. In view of the range of legislative and regulatory responsibilities of Local Government it would not be possible for the sector to function effectively if this was the case. Instead, decision-making power can be delegated to special committees or to members of Council staff. The nature and extent of these delegations are controlled through formal Instruments of Delegation.

Delegations are different from authorisations. The decision of a delegate of Council is deemed to be a decision by Council. The decision by a person appointed by Council to a statutory position, for example, an Authorised Officer, is not. That person's powers and responsibilities are quite distinct from those of Council.

Most statutes impose limitations on the powers which may be delegated. Usually, one of the powers which may not be delegated is the delegation power itself. However, this limitation does not apply in respect of delegation to the CEO. Under Section 11 of the *Local Government Act 2020*:

*"(1)(b) The instrument of delegation to the chief executive officer may empower the chief executive officer to delegate any power of the Council other than the power, duty or function specified in subsection (2)."*

The Instrument of Delegation to the CEO may therefore empower the CEO to exercise various powers of the Council, subject to limitations and exceptions specified in the instrument and includes the power to sub-delegate powers to Council officers where legislation permits.

There has been no changes to this instrument of Delegation from the Instrument adopted by Council on 12 July 2023 other than those implied that result from changes to legislation, as applies to Council, that has occurred since the instrument was last adopted.

Best practice governance procedures suggest delegations should be reviewed and adopted on an annual basis.

This report sets out the following proposed document Instrument of Delegation to the Chief Executive Officer (S5).

## RELEVANT LAW

Section 11 of the *Local Government Act 2020* provides the Power for Council to delegate a power, duty or function to the CEO, subject to specific limitations specified in this section of the Act.

## RELATED COUNCIL DECISIONS

The Instrument of Delegation was adopted by Council on 12 July 2023.

## OPTIONS

Council may decide not to adopt the instrument of delegation in which case the instrument adopted on 12 July 2023 will continue unless Council also resolves to revoke it. In which case, every decision, will require adoption by Council, other than the powers and duties vested directly to the CEO by the *Local Government Act 2020* and other legislation.

## SUSTAINABILITY IMPLICATIONS

There are no sustainability implications to this report.

**COMMUNITY ENGAGEMENT**

Community engagement is not required on this matter.

**INNOVATION AND CONTINUOUS IMPROVEMENT**

Undertaking regular reviews of the Delegations ensure that the Instrument remains contemporary with all relevant legislation incorporating amendments, and new legislation that has occurred since the last Instrument of Delegation to the CEO was made.

**COLLABORATION**

Matters relating to the Instrument of Delegation are an internal/Council operation.

**FINANCIAL VIABILITY**

Not applicable.

**REGIONAL, STATE AND NATIONAL PLANS AND POLICIES**

Not applicable.

**COUNCIL PLANS AND POLICIES**

Not applicable.

**TRANSPARENCY OF COUNCIL DECISIONS**

The register of delegations will be made publicly available on the Councils website.

**CONFLICT OF INTEREST**

No officer involved in writing this report has declared a conflict of interest.

**Attachments:**      1.      Attachment 4.3.1.1 - S5 Instrument of Delegation Oct 2025

**5 OTHER BUSINESS****5.1 MATTERS WHICH MAY EXCLUDE THE PUBLIC**

The Meeting may be closed to members of the public to consider confidential matters.

**MOTION**

That pursuant to section 66(1) and (2)(a) of the *Local Government Act 2020* the meeting be closed to the public to consider the following reports that are considered to contain confidential information on the grounds provided in section 3(1) of the *Local Government Act 2020* as indicated below:

No.	Title	Confidential Reason
5.1.1	Confidential Employment Matter	(f) personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs

**MOVED: Cr Graeme Milne**

**SECONDED: Cr Charmaine Delaney**

**CARRIED.**

**(R/25/104)**

Meeting was closed to the public at 7:18pm.

## **6 MEETING CLOSE**

Meeting reopened to the public at 7:25pm.

Meeting closed at 7:25pm.

### **NEXT MEETING**

The next Council Meeting will be held in Wycheaproof Hall Supper Room on 5 November at 5:30pm.